

Acquisitions - Adding a Vendor

On the Serials toolbar click the Vendor Information & Maintenance Icon. This will display additional icons. Click on the Create a Vendor icon (3rd from the left). The Create Vendor window will display.

1. Delete "auto" and type in the Vendor ID to be used for the Vendor (this defaults to UPPER CASE).
2. Enter the current Fiscal Cycle or Year.
3. Enter the library to be associated with this vendor. This should default to your library.

Vendor ID = EBSCO Fiscal Cycle = 2015 Library = your library

Press Enter or click OK.

Complete the Basic Information section, Vendor Name and Customer or Account Number are only necessary. Press Enter or click OK. Complete any Vendor Address & Extended information if needed. Press Enter or click OK.

You have now added your vendor.